

**Town of Hanover  
Community Preservation Plan  
Application for Funding**

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**Submission Requirements**

Proposals for Community Preservation funding must be submitted using the attached application form. All information requested on the application form must be included with the proposal.

Applications must be typewritten and **twelve (12) copies** (including one unbound and reproducible copy) of the application and all supporting documentation must be submitted to the Community Preservation Committee, c/o Office of the Town Clerk, Hanover Town Hall, 550 Hanover Street, Hanover, MA 02339.

**The application deadline is Wednesday, November 15, 2007 at 4pm.**

Applications will be accepted only at this time, unless an applicant can demonstrate that a significant opportunity would be lost if not considered outside the normal funding schedule.

**Review by the Community Preservation Committee**

Each application will be acknowledged as it is received. It will be reviewed for completeness and the applicant will be notified if additional information is required. Incomplete applications may not be eligible for the current funding round, at the discretion of the Committee.

All applicants submitting complete applications will be given an opportunity at a public hearing to present the scope and details of the project and respond to questions from the CPC, and the public (additional public hearings may be warranted, depending on the amount of applications received). To expedite the proposal review process CPC strongly recommends that all proposals be reviewed prior to submission by the appropriate Committee, Commission or Board including the Housing Authority, the Planning Board, the Historic Commission, the Open Space Committee, the Conservation Commission or the Park and Recreation Committee.

**Funding Decisions and Process**

The CPC will prepare and submit Town Warrant Articles for funding recommendations to the Town Meeting in May for a final decision.

Projects approved for funding will be appropriated to a designated Town department head. For example, funds for the improvements of park lands will be appropriated to the Parks and Recreation Committee, funds for the improvement of school lands will be appropriated to the Public Schools Department, and funds for housing projects will be appropriated to the Hanover Housing Authority.

Projects on Town-owned land will be administered by the Town department that is responsible for that land and are likely to require public bidding under applicable statutes (MGL c. 30, 30B, and 149).

Projects on private land will require a funding agreement between the Town and the applicant.

In addition, the CPC will require that all projects submit a project timeline and quarterly status reports to the CPC until project completion.

Please keep in mind there are legal limitations on what CPA funds can be used for. A Community Preservation Act - Question and Answers page can be found at:

<http://www.communitypreservation.org/QandA.cfm>

## APPLICATION FOR COMMUNITY PRESERVATION FUNDING

Submit to Community Preservation Committee  
c/o Office of the Town Clerk  
Hanover Town Hall

550 Hanover Street, Hanover, MA 02339

**The application deadline is Wednesday, November 15, 2007 at 4pm.**

Name of Applicant<sup>1</sup> \_\_\_\_\_

Name of Co-Applicant, if applicable \_\_\_\_\_

Contact Name \_\_\_\_\_

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Daytime Phone \_\_\_\_\_ Email \_\_\_\_\_

Name of Proposal \_\_\_\_\_

Address of Proposal (or assessor's parcel id) \_\_\_\_\_

CPA Category (circle all that apply):

Open space      Historic preservation      Affordable Housing      Recreation

CPA Funding Requested \_\_\_\_\_

Total Cost of Proposed Project \_\_\_\_\_

If project is expected to continue over more than one year or if Bonding the project is anticipated detail the cost of project on the following chart (explanation may be attached on a separate sheet.

Fiscal Year	Total Cost	CPC Funds Requested	Other Funding Sources
2007			
2008			
2009			
2010			
2011			
Total			

**PROJECT DESCRIPTION:** Attach answers to the following questions. Applications will be returned as incomplete if all requested information is not provided. Include supporting materials as necessary.

1. **Goals:** What are the goals of the proposed project?

<sup>1</sup> If the proposal is on Town-owned land, either the applicant or the co-applicant must be the Town Board, Commission, or Department in control of the land.

2. **Community Need:** Why is this project needed? Does it address needs identified in existing Town plans?
3. **Community Support:** What is the nature and level of support for this project? Include letters of support and any petitions.
4. **Timeline:** What is the schedule for project implementation, including a timeline for all critical milestones?
5. **Credentials:** How will the experience of the applicant contribute to the success of this project?
6. **Success Factors:** How will the success of this project will be measured? Be as specific as possible.
7. **Budget:** What is the total budget for the project and how will CPA funds be spent? All items of expenditure must be clearly identified. Distinguish between hard and soft costs and contingencies. **(NOTE: CPA funds may NOT be used for maintenance.)**
8. **Other Funding:** What additional funding sources are available, committed, or under consideration? Include commitment letters, if available, and describe any other attempts to secure funding for this project.
9. **Maintenance:** If ongoing maintenance is required for your project, how will it be funded?

**ADDITIONAL INFORMATION:** Provide the following additional information, as applicable.

10. Documentation that you have control over the site, such as Purchase and Sale Agreement, option, or deed.
11. For projects that include construction or rehabilitation, include the existing and proposed site plan, floor plans, elevations, and any other drawings as necessary to visually describe the proposal.
12. Evidence that the project is in compliance with the zoning ordinance, Architectural Access Board Regulations, or any other laws or regulations. Or, if zoning relief is required, specify what relief is needed and when an application will be made to the Town for zoning review.
13. Evidence that the appropriate Town Boards and Commissions have approved the project (for example, proposed new uses on Parks & Recreation land requires approval from the Parks and Recreation Committee)
14. Evidence that the proposed site is free of hazardous materials or that there is a plan for remediation in place.
15. Evidence that appropriate professional standards will be followed if construction, restoration or rehabilitation is proposed.
16. Information indicating how this project can be used to achieve additional community benefits.

NOTE: If the requested funds are for a real estate acquisition, an independent appraisal will be required which the applicant will be required to fund. No funding decisions will be made without an independent appraisal.

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